

Transportation Creation and Billing Guidelines

The Waiver does not cover transportation that is medical in nature or activities that are purely recreational and transportation to or from those types of activities are not allowed. In all cases of transportation, if other resources are available (State Plan, Voc Rehab, Schools, family, the person's personal resources if they have a job are examples), those should be accessed before the waiver reimburses. Please use this document in conjunction with the waiver(s), Service Category & Details document, the Rates Manual, Transportation toolboxes, and others as appropriate. Each category of transportation may be provided by different transportation providers, depending on who is transporting the client. The categories of transportation are described below. **(For Self Direct also see page 4)**

- Work/Day Commute (including wheelchair)- This is for rides from the individual's residence to/from a community job, a DD funded Supported Employment (SE) job, or Day/work services and can be individual or shared. This is generally paid to the DDP day or work provider, residential provider, OR a stand alone transportation company (e.g. MET Transit, Star Cab Company, etc). The individual does not need to have DDP funded Supported Employment to receive commute dollars to get to their community job. All other reasons for commute require a correlating DDP funded service. Commute services are customarily provided by staff and costs are incurred by a contracted agency. Bus passes and taxi rides can also be accommodated under this allocation, if for commute reasons. Miles transported do not apply to bus pass/taxi costs. See directions on the ICP and Invoice toolboxes.
 - The amount for each individual (except for bus pass and taxi) is based on the number of miles needed to transport the person from their home to a job, or DD funded SE or Day/work service and back to their residence using the most direct route. In general, DDP implemented 33 miles per week as the MINIMUM paid. People who travel less than 33 miles per week to/from their job, a SE job, or Day/work program will have this service built and billed based on the 33 mile per week minimum.
 - The unit is billed on a monthly unit. The individual must have a minimum of one documented ride one way, from their residence to their community job (doesn't have to be a DD funded job), SE funded job, or Day/work service (or the reverse) at least one time during the month for the provider to bill for this service for that month.
 - A shared commute is assigned for those individuals that live in a DD funded congregate setting and is \$.445 per mile. A congregate site for the purposes of determining shared rides is a facility routinely housing three or more residents who receive on site DDP funded Residential Habilitation or other DDP funded residential support (temporary vacancies do not change the status) and:
 - This group of three or more persons live in the same building/complex.
 - The residences are owned or managed by the corporation providing the service.

- “Managed” is defined as, the corporation assumes responsibility to fill any rental vacancies, absorbs the cost of lost rent due to vacancies, etc.
 - The residential facility is listed on the Regional Manager’s list of Shared Ride - Congregate Living Facilities.
 - Each regional office and case manager will have a list of congregate sites for their region.
- ❖ An individual commute is generally assigned for commute transportation that does not fall under the shared commute definition and/or where the individual’s living situation does not fall into a congregate setting definition and is \$.89 per mile.
- Work/Day Integration (including wheelchair) - This is for community integration and activities-related transportation provided by the agency as a part of a DDP funded SE or Day/work service. It is usually billed by contracted agencies for costs incurred by the provider giving the Day/work or SE service. The client **MUST** have DDP funded Day/work service or Supported Employment service to receive this item in their individual cost plan (ICP).
 - Each individual receives a set amount per month for Work/Day Integration. Each monthly unit is 30.6 miles at \$.37 per mile.
 - The unit billed is a monthly unit. The individual must have a minimum of one ride, one way, for this purpose during the month for the provider to bill for this transportation type for a month.
 - No additional units are applicable/allowable unless **pre-approved** by the Regional Manager.
 - Residential Integration (including wheelchair) - This is for integration in conjunction with residential and community activities, and are not purely recreational in nature. The client **does not need** to be receiving DDP residential services to receive this transportation type in their ICP. However, this is generally billed and provided by a residential service provider staff and covers activities to meet specific outcomes and actions, access to community events, and/or socialization activities within their community. Bus passes and taxi rides can also be accommodated under this allocation, if for integration reasons. Reasons for the ride, activities, and anticipated frequency will be noted in the person’s plan of care.
 - 52 weekly base units per year are assigned (or prorated units if applicable) through transportation funding equally to everyone.
 - The unit is billed on a weekly unit, and each unit is 22.95 miles, at \$.37 per mile. The individual must have a minimum of one documented ride during the week for the provider to bill for this service.
 - Weeks that are split between two months are invoiced in the month in which most of the person’s rides actually occurred.
 - Extra units can only be purchased for activities related to and correlating with providing other DDP funded services for that person and dollars from other parts of the cost plan are required. Extra units are acceptable when more than 22.95 miles in a week are expected to be driven (with the individual in

- the vehicle) and must be clearly documented in the plan of care as a need above & beyond. Extra units for longer trips or out of town can only be considered when the activity cannot be reasonably provided within their community. The team must agree to move any funding. If extra units are agreed upon, providers cannot invoice each extra unit unless they document that they provided more than 22.95 miles. These are expected to be the most direct routes, same as commute miles. For example, a certain month has 4 weeks and rides were given, the provider would bill 4 units. However, let's also say an extra unit was purchased and provided for the 3rd week – so that week has 2 units. In this case the provider would now bill for 5 units (even though there were 4 weeks in the month).
- Any unusual circumstances that result in an unexpected miscellaneous transport expenses must be pre-approved in the ICP system before invoicing. These must be brought to the attention of the Regional Office within the month they occur, and dollars may need to be moved from other areas, with team approval.
- **Mileage Reimbursement** – This type of transportation is for both commute or integration reasons and is provided by legally responsible persons, relatives, legal guardians and other persons (including the individual if they own their own car) who are not employees of agencies with a DDP contract to be reimbursed for rides given to individuals. Mileage reimbursement can also be for the provision of transportation under both Self Direct options. The mileage allowed and invoiced are **ONLY** for the miles the individual is in the vehicle, and is meant to assist with costs in operating a private vehicle.
 - For traditional transportation through an Agency or the Self Direct option of Agency with Choice, the contracted provider invoices DDP at a maximum rate of \$0.37 per mile. The provider may choose to withhold a processing fee, but that fee comes within the \$.37 and is not above and beyond. (provider needs to establish the fee they will charge per mile) If an agency is offering to route payment of non-employee mileage reimbursement as AwC, this type of transportation would be added to a single self-direct AwC transportation service line in the ICP. (see next page)
 - For Self Direct Employer Authority transportation, the fiscal agent invoices DDP at the agreed rate, up to \$.37 per mile. The fiscal agent fee is a separate line item and is not part of this specific cost plan line. (see next page)
 - Generally mileage reimbursement is intended for additional transportation needs specific to the individual's developmental disability, and/or for rides above and beyond what a family or extended friends/family normally would provide.

****From the information above, it is possible that an individual could be receiving several different types of transportation services with a different provider for each of the transportation types.*

- **Transportation OTHER** - This is for **non-transport costs** such as licensure, insurance, other costs (see waiver definition) associated with an individual's dependence on the use of a personal vehicle owned by the person. This will have its own service line in the cost plan (except for self directed transportation as all applicable transportation items are consolidated into one transportation service line and invoiced from that one service line – see below). Up to 15% per month processing fee for miscellaneous (other), bus passes, taxi, etc. can be created and charged in the Admin/Processing service line in the person's cost plan.
- **Transportation AwC:** For transportation provided by, and costs incurred by a provider agency offering Agency with Choice transportation (usually in conjunction with offering other AwC services), the same rules and tools for the different transportation categories in this document apply. Using the ICP Transportation Tools, all applicable transportation categories should all be added together and consolidated into one AwC transportation service line in the individual's cost plan (ICP). The same is true for invoicing, and the same invoicing tools and processes also apply. When invoicing, the applicable invoicing toolboxes should be used for each type of transportation and added together to derive a monthly total, (including mileage reimbursement and transportation OTHER reimbursements for bus/taxi and/or misc fees) and invoiced under the self direct AwC transportation service line. Do not invoice any admin/processing fees under the AwC transportation allocation.
- **Transportation Self Directed:** For transportation reimbursement for individuals enrolled in Employer Authority self direction. All applicable transportation should be added together and consolidated into one SD transportation service in the individual's cost plan (ICP). For invoicing, employers will use the MT Mileage Reimbursement Forms (for mileage reimbursements) or MT SDEO Request for Payment Form for transportation reimbursements for monthly bus passes, taxi vouchers (1037 waiver), or for non-transport expenses such as licensure or insurance when the individual in service owns their own car (not all reimbursements are available for all waivers...Case Managers should check first.) Go to the Fiscal Agent website or call them to request forms.

Case Managers/Regional Office ICP Creation

Toolboxes for Regional Offices and Case Managers are available on the DDP website to determine the amounts to enter into ICPs when setting up transportation lines for clients. The files are:

- Residential Integration ICP Calculator.xls
- Commute ICP Calculator.xls
- Work~Day Integration ICP Calculator.xls

Calculating the Residential Integration amount for the ICP:

TRANSPORTATION - RESIDENTIAL INTEGRATION ICP Calculator

date revised 7/1/2015

Transportation

This ICP toolbox is standardized for all providers	AWACS ID	Fund Code 0=XX 1=XIX	Weeks of Residential Integration this fiscal year (Weekly unit is 22.95 miles per week @.37 per mile)	Does the individual require a wheelchair van lift to transport?	Annual Amount for Miscellaneous Transportation costs such as bus pass or taxi fees	Residential Integration amount to be entered into Client's ICP for the current Fiscal Year (see instructions)	If no extra units are purchased, start a NEW LINE effective 7/1 of the following FY and enter this annual amount.	Notes
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Individuals Name

Y or N

						\$ -	409.76
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The above screenshot is of the Residential Integration ICP calculator file. Other instructions in that document help navigate users through the process, but the following are highlights:

- Enter the name and AWACS number of the person you are adding, as well as the fund code using the drop-down menu. (Optional here but you will need the AWACS ID or name and fund code when the amount is put into an ICP in AWACS.)
- Enter the # of weeks out of the fiscal year that the client will be receiving the residential integration service. Use whole-week increments. If the individual is

entering services part way through the year, adjust for the number of weeks remaining in the current fiscal year.

- Use drop down menu to enter whether or not the individual is in a wheelchair and needs a specialized wheelchair van in order to transport them for any rides.
- Enter the annual amount for miscellaneous integration transportation such as bus passes or taxi fees. (Do not include any admin/processing fees here. Create any Admin/Processing through the Admin/Processing service line in the person's cost plan.)
- The amount calculated in the first green column is the current fiscal year amount to enter into estimated cost field when adding and/or creating the individual's ICP if you are calculating an ICP that does not start July 1st and end June 30th.
- The last green column instructs you to create another line for the next fiscal year to ensure a full year's funding. If the person is allocated extra units, the comment in the ICP should describe how many and why.
- Save your calculations (File, Save AS, name your file and save) for documentation back up.

Calculating the Work/Day Integration amount for the ICP:

This ICP toolbox is standardized for all providers		AWACS ID	Fund Code 0=XX 1=XIX	Work/Day Integration Months this Fiscal Year (see instructions)	Does the individual require a wheelchair lift vehicle to transport?	Work/Day Integration pro-rated amount to be entered into Client's ICP for CURRENT Fiscal Year	Start a NEW LINE effective 7/1 of the following FY for this annual amount
Consumer Name					Y or N		
				12.0	N	\$ 126.00	\$ 126.00
				11.0	Y	\$ 138.60	\$ 151.20
						\$ -	\$

The above screenshot is of the Work~Day Integration ICP Calculator file. Other instructions in that document help navigate users through the process, but the following are highlights:

- Enter the name and AWACS number of the person you are adding, as well as the fund code using the drop-down menu. (Optional here but you will need the AWACS ID or name and fund code when the amount is put into an ICP in AWACS.)
- Enter the months out of the fiscal year that the client will be receiving the work/day integration service. If this individual is entering/changing/porting services part way through the year, adjust for the number of months remaining in the year.

- Use drop down menu to enter whether or not the individual is in a wheelchair and needs a specialized wheelchair van to transport them.
- The amount calculated in the first green column is the amount to enter into estimated cost box when adding and/or creating the individual's ICP if you are calculating an ICP that does not start July 1st and end June 30th.
- The last green column instructs you to create another line for the next fiscal year to ensure a full year's funding.
- Save your calculations (File, Save AS, name your file and save) for documentation back up.

Calculating the Work/Day Commute amount for the ICP:

Any Provider	AWACS ID	Fund Code 00=XX 01=XIX	Commute miles from residence to and from work/day, per WEEK (33 MIN) Days per week do not matter. (see instructions)	Work/Day Commute Months this fiscal year	Does the individual reside in a congregate living residence? (see Guideline document)	Does the individual require a wheelchair lift vehicle to transport?	Bus Pass, Taxi, Misc - Enter monthly amount including processing fee, if applicable. (see instructions)	Work/Day Commute pro-rated amount to be entered into Client's ICP for CURRENT Fiscal Year	Start a NEW LINE effective 7/1 of the following FY and enter this annual amount
Consumer Name								Y or N	Y or N
								\$ -	\$ -
								\$ -	
								\$ -	

The above screenshot is of Commute ICP Calculator file. Other instructions in that document help navigate users through the process, but the following are highlights:

- Enter the name and AWACS number of the person you are adding, as well as the fund code using the drop-down menu. (Optional here but you will need the AWACS ID or name and fund code when the amount is put into an ICP in AWACS.)
- Enter the average round-trip miles per week using the most direct route from their residence that the individuals will be taken to and from their community job, or DDP funded Day or SE service. (community job does not need to have DDP supports attached to receive commute transportation) We suggest using map quest at www.mapquest.com to help determine miles for the most direct route. Do not add in miles for a job that involves miles for work crews or enclave. (that transportation cost should be recuperated from the provider's 3rd party revenue) You may add miles if the individual has more than one SE job for which they are

getting transported or go to a work day site and then to a SE job or vice versa. Only miles the person is in the vehicle are allowed. Days per week do not matter here. Note the 33 mile minimum as a general rule.

- Enter the months of the fiscal year you need to calculate the Work/Day Commute service. If this individual is entering services part way through the year, adjust for the number of months remaining in the year. Partial months for people entering mid month can be counted as a whole month.
- Use the drop-down menu to enter whether or not the individual resides in a congregate living residence. Answer “Y” if the individual lives in a group home or congregate Supported Living environment (see definition starting on page 1 of this document).
- Use drop down menu to enter whether or not the individual is in a wheelchair and needs a specialized wheelchair van for any of their rides. If so, mark as wheelchair.
- Enter any planned bus pass, taxi, misc. commute fees. Dollars may be required to be moved from other areas of the cost plan, and should be pre-approved. (Do not include any admin/processing fees here. Create any Admin/Processing through the Admin/Processing service line in the person’s cost plan.)
- The amount calculated in the first green column is the amount to enter into estimated cost box when adding and/or creating the individual’s ICP if you are calculating an ICP that does not start July 1st and end June 30th.
- The last green column instructs you to create another line for the next fiscal year to ensure a full year’s funding.
- Save your calculations (File, Save AS, name your file and save) for documentation back up. Some details of how the dollar amount was derived should be noted in the Comment section in the ICP.

Provider Invoicing Toolbox for Transportation

Three different toolboxes are available on the DDP website for providers to use to calculate the billing amount to enter into AWACS invoicing screens under transportation. The files are:

- Res Integration Invoice Tool Box.xls
- Work~Day Integration Invoice Tool Box.xls
- Commute Invoice Tool Box.xls

Each toolbox has an instruction tab that may offer further assistance but below are the highlights.

The Trans Site Tab (for each toolbox):

Example 1

TRANSPORTATION - RESIDENTIAL INTEGRATION Invoice Tool					
date revised 7/1/2015					
Transportation Residential Integration Provider					
Provider	AWACS ID	Fund Code 0=XX 1=XIX	Residential Integration Units Per Week (22.95 miles per week @ .37 per mile)	Does the individual require a wheelchair van lift to transport?	Notes
Consumer Name				Y or N	
			1.0		
			1.0		
			1.0		

Example 2

WORK/DAY INTEGRATION INVOICE TOOL					
date revised 7/1/2015					
Transportation Work/Day Integration Provider					
Provider	AWACS ID	Fund Code 0=XX 1=XIX	Work/Day Integration Units Per Month (30.6 miles @ .37 per mile)	Does the individual require a wheelchair lift vehicle to transport?	Notes
Consumer Name				Y or N	
			1.0		
			1.0		
			1.0		

Example 3

TRANSPORTATION - COMMUTE Invoice Toolbox						
date revised 7/1/2015						
Transportation Work/Day Commute Trans Provider						
Provider	AWACS ID	Fund Code 00=XX 01=XIX	Weekly Commute miles from residence to and from work/day	Does the individual reside in a congregate living residence?	Does the individual require a wheelchair lift vehicle to transport?	Notes
Consumer Name				Y or N	Y or N	

- This site tab on all three files needs to contain all individuals for which you are currently providing each specific transportation service. This tab will be the first tab in all the files, whether residential integration, day/work integration, or work/day commute (see examples of each of the tabs above). Each month, you should make sure that this tab is up-to-date with the information required in each of the columns, as it will affect the amount that will be calculated for you to invoice. Provider service changes to the invoicing toolboxes should only be made if the Case Manager has made the same change to the AWACS ICP and it has been authorized in the ICP system. Please check with the case manager or regional office before changing information. Additional lines at the bottom make it easy to add clients and you may delete the contents of the lines where clients have left services and replace them with new ones.
 - Column Explanations:
 - Residential Integration Units Per Week (example 1)– this will show as a 1 for calculating purposes (since it's modified to fit invoicing) and cannot be changed. If more units are purchased, that is entered on the trans monthly invoice tab.
 - Work/Day Integration Units Per Month – (example 2)--this also should be 1 as you may bill only 1 unit per month. (for extenuating cases, request approval of a Temporary Service Increase (TSI) from the Regional Manager.
 - Work/Day Commute Miles from Residence – (example 3)--Enter the round-trip miles per average week that the client will be taken from their residence to and from their community job, or DDP funded Day or SE service or site using the most direct route. Do not add in miles for a SE job that involves miles for work crews or

enclave. You may add miles if the individual has more than one community job for which they are being transported.

- *Congregate Living Residence* - Use the drop-down menu to enter whether or not the individual resides in a congregate living residence. Answer “Y” if the individual lives in a group home or congregate Supported Living environment (see congregate living definition toward the beginning of this document).
- *Wheelchair Lift Vehicle* - Use drop down menu to enter whether or not the individual is in a wheelchair and requires a specialized wheelchair van in order to transport them.

The res integration monthly invoice tab:

Invoice for Month/Year Type in month/year							
TRANSPORTATION - RESIDENTIAL INTEGRATION Invoice Calculator							
Residential Integration Trans Provider							
TYPE IN YOUR PROVIDER NAME							
Monthly Res Integration Transportation Charges							
Consumer Name	AWACS ID	Units Billed for Residential Integration this month	wheel chair access required?	Residential Integration rate per weekly unit	Residential Integration Transportation ICP Detail Code	Miscellaneous	Total Residential Integration ICP CHARGE
Example	0	4	N	8.49	Residential Integration		\$ 33.96

- File: Res Integration Invoice Tool Box.xls

This is where you will be entering the billable units to calculate the amount to bill for residential integration in AWACS under the ICP Charge column of the invoice.

- Type in the month/year you are invoicing.
- This tab is mostly pre-filled based on the information in the trans site tab. On this tab, the only column you need to fill in is the “Units Billed” and “Miscellaneous”. In most months you will bill 1 unit per week of the month and you must have the documentation that you provided at least ONE documented ride one way to bill for that week. Depending on the month, there could be 5 units billed. Weeks that are split between two months are billed in the month in which most of the rides actually occurred. Additionally, if extra units are purchased and billed, there should be documentation that more than 22.95 miles were provided that week.
- Enter any Miscellaneous monthly charges, including each month’s bus pass or taxi fees. (Do not include any admin/processing charges here. Invoice any Admin/Processing up to 15% through the Admin/Processing service line in the person’s cost plan.)

- Enter the Total Residential Integration ICP charge found in the green box of the toolbox into the AWACS invoice under the cost cell in the appropriate transportation category (residential integration or residential integration whlchr van). You do not need to enter any units in the AWACS invoice, just the dollar amount shown in the Invoice Toolbox. For AwC transportation, the provider will use the toolboxes and add all applicable transportation together and invoice one single AwC transportation line for that person.
- Save your file each month for justification on what you invoiced.

The work~day monthly invoice tab:

Invoice for Month of			TYPE IN MONTH AND YEAR					
TRANSPORTATION - WORK/DAY INTEGRATION								
Work/Day Integration Trans Provider								
TYPE IN YOUR PROVIDER NAME								
							Monthly Wk/Day Integration Transportation Charge	
Consumer Name	AWACS ID	fund	Units billed for Work/Day Integration this month	Work/Day Integration Limit	wheel chair access required?	Work/Day Integration rate per Unit	Work/Day Integration Transportation ICP Detail Code	Total Work Day Integration ICP CHARGE this month
Example	0	01	1		N	11.32	Work/Day Integration	\$ 11.32

- File: Work~Day Integration Invoice Tool Box.xls
This is where you will be entering the billable units to calculate the amount to bill for work/day integration in AWACS under the cost column of the invoice.
- Type in the month/year you are invoicing.
- This tab is mostly pre-filled based on the information in the trans site tab.
- On this tab, the only column you need to fill in is the “Units Billed” if it is different than 1 that’s already pre-filled. This box has a maximum amount of 1 unit per month and you need to have documentation that you provided at least 1 ride to bill for that month.
- Enter the Total Work/Day Integration ICP charge found in the green box of the toolbox into the AWACS invoice under the cost cell in the appropriate transportation category (work/day integration or work/day integration whlchr van). You do not need to enter any units in the AWACS invoice, just the dollar amount shown in the Invoice Toolbox. For AwC transportation, the provider will use the toolboxes and add all applicable transportation together and invoice one single AwC transportation line for that person.
- Save your file each month for justification on what you invoiced.

The commute monthly invoice tab:

Invoice for Month of _____										
TRANSPORTATION - WORK/DAY COMMUTE										
Provider Name _____										
								Monthly Transportation Charges		
Consumer Name	AWACS ID	If Person rode this month enter 1, otherwise enter 0	congregate living residence (shared commute)	wheel chair access required?	rate per mile (rounded)	total miles paid	miles over monthly maximum	Work/Day ICP Detail Code	Bus Pass, Taxi, misc Fee if bus pass or misc. transportation was distributed this month	TOTAL Work/Day ICP CHARGE
Example	0	1	N	N	0.890	216.600	0.00	Individual Commute		\$ 192.77

- File: Commute Invoice Tool Box.xls
This is where you will be entering the billable units to calculate the amount to bill for work/day commute in AWACS under the cost column of the invoice.
 - Type in the month/year you are invoicing.
 - This tab is mostly pre-filled based on the information in the trans site tab.
 - On this tab, fill in is the “Units Billed”. All that needs to be done is for the provider to provide one documented ride to OR from their community job, or DDP funded work or day site per month to receive full transportation compensation for that month of service. Thus you will be entering either **1** in the yellow column if the individual did have at least ONE documented ride **or 0** if the individual did not receive at least one ride during the month. Then fill in any monthly fees incurred for bus, taxi, etc. It is not appropriate for transportation providers who invoice DDP directly to charge any processing fees on the Admin/Processing cost plan line.
 - Enter the Total Work/Day Commute ICP charge found in the green box of the toolbox into the AWACS invoice under the cost cell in the appropriate transportation category (individual commute, shared commute, individual commute whlchr van, or shared commute whlchr van). You do not need to enter any units in the AWACS invoice, just the dollar amount shown in the Invoice Toolbox. For AwC transportation, the provider will use the toolboxes and add all applicable transportation together and invoice one single AwC transportation line for that person.

- Save your file separately each month for justification on what you invoiced.
- **Self Directed**: For Agency with Choice transportation, the applicable invoicing toolboxes and processes should be used for each type of transportation and added together to derive ONE monthly total, and invoiced under the self direct AwC transportation service line for that person. Additionally, if an agency is offering to route payment of non-employee mileage reimbursement as AwC, this type of transportation would be added to and invoiced from a single, consolidated, self direct AwC transportation service line in the ICP. The amount invoiced should equal all AwC transportation derived by that provider using the invoicing toolboxes and/or calculations of mileage reimbursement or transportation OTHER.
- **TRANSPORTATION OTHER**: Since this allocation is for non-transport costs, it can be compared to Goods & Services. There isn't a toolbox needed to figure the annual amount for the cost plan or invoice. Up to a 15% per month processing fee for all miscellaneous (other) non-transport costs per month is allowed and can be created and charged in the Admin/Processing service line. See above for invoicing AwC transportation.